

Information and Tools for RFP Package 2007 Mini-Grants

For use in developing a proposal for RICC-Endorsed Community Mini-Grants

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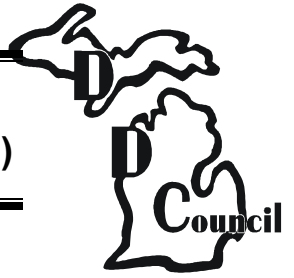
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On the Web: This package and all other information, forms and tools needed to develop or review a proposal for a grant from the Michigan DD Council are available from our web site: WWW.Michigan.gov/DDCouncil. Examples of previous mini-grants are also on the web site.

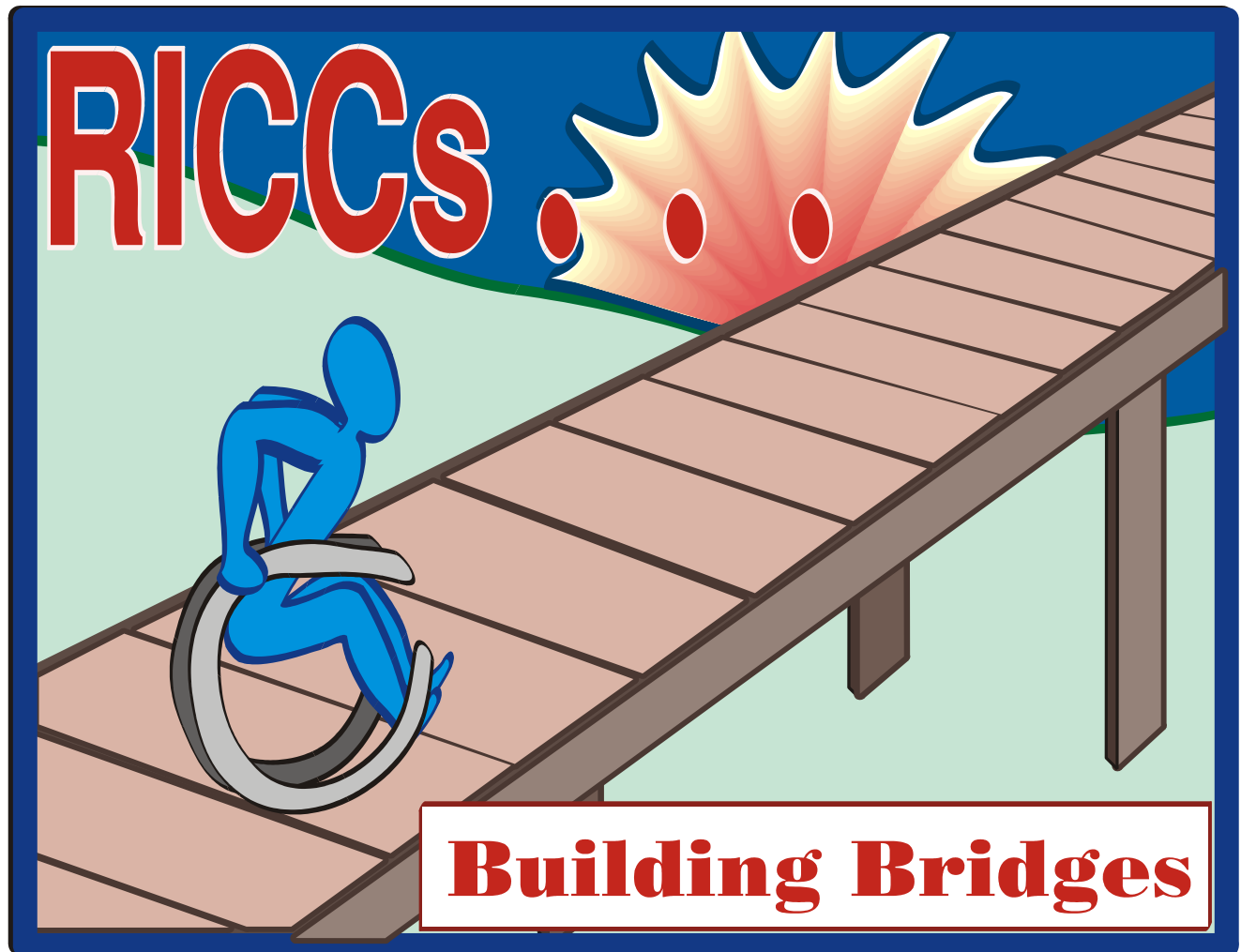


1. RICCs (Regional Interagency Coordinating Committees)

1.A. What Are RICCs?

1.B RICC Endorsement

1.C. 2007 RICC List



1.A. What Are RICCs?

RICCs are local groups supported by the Michigan Developmental Disabilities Council (DD Council). They serve as local forums about their areas' issues for people with developmental disabilities (DD). They also give the DD Council input on local needs. At least 51% of a RICC's members are people with DD or family members. RICCs have no paid staff.

1.B RICC Endorsement

Applicants for RICC-endorsed mini-grants must submit their proposal to their local RICC for endorsement

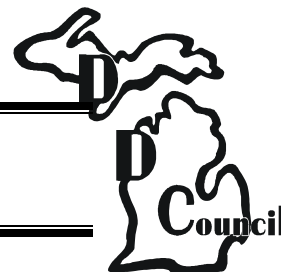
The Council requires that RICC-Endorsed Mini-grant proposals be submitted to the RICC in the area where the project would operate. Contact information for the RICC is on the following pages. If you can't find the RICC for your area, call the Council office at (517) 334-6123.

A few areas do not have RICCs. If your proposed project will not serve any area that has a RICC, the project is not eligible for funding under this RFP. You may want to consider contacting the DD Council about forming a local RICC.

Each RICC may select one (and ONLY one) proposal to endorse as a Mini-Grant. Contact your local RICC by April 4, 2007. The Council will accept only one Mini-Grant proposal per RICC, and will not accept any Mini-Grant proposal without RICC endorsement.

- a. Proposals must reach the relevant RICC by April 4, 2007 to be considered for RICC endorsement.
- b. Each RICC may endorse one proposal for submission to the DD Council.
- c. To endorse a proposal, the RICC Chair or designee must sign the proposal's Cover Sheet. (Only one original signature cover sheet is required.)

Instructions for the RICC review and endorsement will be sent directly to the RICC Chair.



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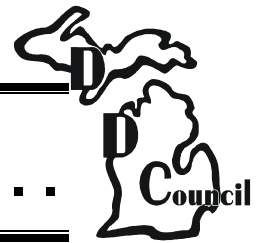
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2. About DD Council Grants . . .



Understanding why the Michigan Developmental Disabilities Council (DD Council) makes grants and how it administers RFPs, can help you decide whether to respond to a DD Council RFP. It may also improve your chances of writing a winning proposal.

Plan and RFP Process: The DD Council awards grants **only** to carry out strategies in its *Five-Year Strategic Plan*. Its competitive request for proposal (RFP) process is designed to bring in the proposals and select the projects that are most likely to achieve its targeted outcomes.

The DD Council does not encourage unsolicited proposals

and cannot assure review or consideration for proposals developed outside its planning and request for proposals process.

Values: The DD Council is a systems advocate. Its grants program is one of its tools for changing the way systems support people with developmental disabilities. The Council's objectives are increased support for:

- **Self-determination** and
 - **Community inclusion and participation** for people with disabilities, including those in minority and culturally distinct populations.
- DD Council grants support **only** projects to make these values the reality for people with disabilities and their families. Grant projects must work in accord with these principles and may not operate in segregated “disability-only” settings.

Methods: The Council's methods stress:

- **Collaboration:** Many DD Council projects require collaboration and/or coalition. Individuals, groups or agencies working in isolation rarely accomplish systems change. Collaboration is always an asset to a grant proposal.
- **Consumer Participation:** All DD Council projects must assure participation by people with DD and their families, including those in minority and culturally distinct populations, in developing, operating and evaluating the project. Every grant proposal must describe how people with disabilities and their families participated in developing the proposal and specify their role in doing and evaluating it.
- **Outreach and cultural sensitivity.** Every grant proposal must include a plan for outreach to minority populations and plans for assuring cultural competence in doing and evaluating the project.

Outcomes and Sustainability: The Council has a small budget to influence a complex system. Proposals must show how the project would get the desired results and how improvements would be sustained beyond the grant period.

- DD Council projects must evaluate their activities and accomplishments. Proposals must show how the project would achieve the targeted outcomes, and how it would measure and document its achievements.
- Proposals must describe how capacity developed under the grant will continue and how other improvements will be sustained after the end of the grant.

Process for Reviewing Proposals and Awarding Grants: The DD

Council uses a multi-level review process to select, as objectively as possible, the proposals best suited to supporting its goals. It includes:

Y Check ALL copies of your proposal. Reviewers have difficulty understanding, or recommending, proposals with missing or out-of-order pages.

- **(Optional) Technical assistance and review of drafts:** DD Council staff is available during regular business hours, as time allows, to answer questions, discuss project concepts, and review draft materials. To assure a thorough review, (with response in time for you to use any suggestions) get your draft in well ahead of the RFP deadline.
- **Pre-Review Screening.** A proposal goes to the full review process only if it arrives at the Council office **by the RFP deadline**, with:
 - o A complete original proposal, appropriately signed, and 15 complete copies, including:
 - o **All** the elements specified in the instructions and the RFP, with each clearly labeled, and:
 - o In readable type and format, *without* complex bindings that can't be removed one-handed.
- **The Review Group** is made up of volunteers who have a deep commitment to the Council's mission and a broad range of expertise and experience. It will include:
 - o At least one DD Council member and one member of the Council's Program Committee, whenever possible.
 - o At least one person with a disability and a family member, especially those whose lives might be affected by the particular type of project(s).
 - o Representatives of minority and culturally distinct populations.

“Grant reviewers [surveyed] believed that organizational mission, proposed consumer involvement, and proposed diversity outreach ... are all-important criteria for ... who should receive funding.”

-- Recent report from the *Evaluation of DD Council Activities*.

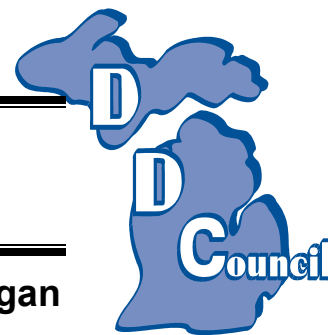
- o Subject matter experts (e.g., experts in employment, housing, or community services, depending on the type of project), including service providers, state agency representatives and at least one person with evaluation expertise, whenever possible.
- o One or more RICC members and representatives of local service agencies for local projects.

It is important to remember that there will be reviewers who will **NOT**:

- o Understand professional jargon or the technical language of your particular field;
- o Recognize acronyms, especially those for local agencies in your area;
- o Already know about your organization's history and reputation.

On the other hand, there **WILL** be reviewers who:

- o Are sensitive to being labeled because of their disability;
- o Prefer the use of "People First" language; ("Person with a disability," not "Disabled person.")
- o Take exception to language that patronizes or talks down to people with disabilities and their family members.



3. Checklists

For assessing proposals developed in response to a Michigan Developmental Disabilities Council Request for Proposals (RFP)

The following tools are provided for your convenience, to help you cross-check your proposal, to assure that it includes all the needed elements, and, to some extent, to help you assess the completeness of your plans for elements like outreach, cultural competence and sustainability.

-
- 3.A. Checklist of Requirements for RICC Mini-Grants:** Elements needed for responses to this RFP.
 - 3.B. Sustainability Checklist:** Indicators of Readiness and Ability to Promote Sustainable Systems Change

**Checklists are provided for YOUR convenience.
Do not include them with proposals.**

3.A. Checklist of Requirements for Mini-grants

Proposal Cover Sheet is completed, including:

- ☐ Complete contact information (address, phone, fax, email);
- ☐ Authorizing signature, with the top copy in original colored (not black) ink;
- ☐ Brief summary of the project under “Project Title and Summary.”
- ☐ Budget figures at the bottom for the first year of the proposed project.

Narrative Summary, including summary information about:

- ☐ Problems to be addressed;
- ☐ Proposed Solution: What the project will do about the problem;
- ☐ Consumer participation in developing and carrying out the project
- ☐ Cultural sensitivity and outreach to assure diversity;
- ☐ Outcomes: What the results of the project will be,
- ☐ Evaluation of the project activities and outcomes,
- ☐ Sustainability: How the capacity developed under the grant will continue.
- ☐ Dissemination of information and products.
- ☐ Organizational capacity of the applicant agency and other participating organizations;

Target groups: Description and **NUMBERS** of people the project expects to serve, train, educate, influence- may include:

- ☐ Number of people with DD by the level of supports needed;
- ☐ Number of people with DD by other relevant characteristics;
- ☐ Other target groups by their role for people with DD and by the characteristics that matter in the project’s context.
- ☐ All target groups by race.

Workplan and Schedule: Description of the project’s plans to assure diverse participation by:

- ☐ Forms are complete, including one table for each quarter of the project.

Budget Forms for Year 1 of the project, including:

- ☐ Program Budget Summary, and
- ☐ Program Budget-Cost Detail.

- ☐ **Review Criteria:** The completed proposal has been checked against them. (Sec. II of the RFP.)

3.B. Sustainability Checklist:

Indicators of Readiness and Ability to Promote Sustainable Systems Change



Does the organization demonstrate:

- 1. Strong Organizational Commitment to Systems Change as indicated by:**
 - A. A collective desire to be a champion team. ☐
 - B. A “*Yes I can*” attitude. ☐
 - C. Strong leadership commitment to the efforts needed for the proposed project to succeed. ☐
 - D. Leadership’s willingness to take risks and support innovative programming..... ☐
 - E. Organizational mission and focus compatible with the Council’s intended outcomes for the project. ☐
- 2. Consumer-Driven Focus as indicated by:**
 - A. Program flexibility that allows consumers’ needs and preferences to direct service provision. ☐
 - B. Long-term organizational commitment to self-determination for people with disabilities. ☐
 - C. Significant use of consumer input in developing plans and in operating and evaluating programs..... ☐
- 3. Moving the Organization Towards Recognition as an Expert in Innovation by:**
 - A. Making positive use of factors like state funding or shifts in the job market..... ☐
 - B. Building on prior relationships with other organizations to implement system change projects. ☐
- 4. Ability to Build on Existing Resources as indicated by:**
 - A. The organization and its staff have experience with innovative programming and systems change. ☐
 - B. A history of making creative use of available resources in the community. ☐



Do the planned activities of the proposed project include:

1. Actively spreading the word about project successes as indicated by plans for promoting:

- A. Citizen, policymaker, and leader awareness of the project's successes. ☐
- B. Stakeholder buy-in to systems change, service innovation and other targeted outcomes. ☐

2. Commitment to tenacity in pursuit of change and success as indicated by plans for:

- A. Eliminating and/or circumventing barriers to the project's objectives..... ☐
- B. Evaluation that will provide ongoing information about their progress toward their goals. ☐

3. Moving the sponsoring organization towards recognition as an expert in innovation by:

- A. Developing expertise over time via projects and activities that build on one another, promoting a growing sense of competence and recognition within the organization and in the community..... ☐
- B. Informing decision makers and community members of the organization's efforts and successes. ☐

4. Promoting new philosophies and practices in the community, indicated by plans for:

- A. Formal and informal education campaigns to foster change in the community..... ☐
- B. Promoting change in the policies and practices of community agencies. ☐
- C. Targeting the project to motivated consumers who *want* to pursue changes in their lives. ☐
- D. Using a holistic approach, recognizing that the project addresses only one part of participants' lives, and integrating project efforts with other important services in the community. ☐
- E. Establishing the project as a resource rather than as an ongoing service provider, and providing training for the community service system on how to provide the innovative services..... ☐



Do the planned activities of the proposed project include (continued):

5. Creative development of long-term funding by plans for:

- A. Identifying alternate sources of funding.....☐
- B. Applying for foundation grants and seeking community dollars.☐
- C. Redirecting organizational funds for flexibility and to facilitate long-term funding.☐
- D. Embedding project efforts into another, already existing line-item service.☐
- E. Collaborating with other community organizations in long-term project funding ...☐

6. Incorporating a strong consumer-driven effort by plans for:

- A. Significant consumer involvement in planning and decision-making and in project operations.☐
- B. Mobilizing consumers at a grassroots level to direct change.☐
- C. Evaluation that engages consumers in assessing the project's progress, products and achievements, and in developing ways to use evaluation information to improve the project.☐

7. Creating Effective Collaborative Relationships with key Stakeholders/ Agencies by:

- A. Creating partnerships with needed stakeholders.☐
- B. Outsourcing service delivery to others who can easily integrate and sustain long-term efforts.☐
- C. Sharing resources and costs of service provision with other key community agencies.☐
- D. Recognizing and respecting partners' roles in the process.☐

8. Making it Easy for Consumers and Staff to Promote Sustainability by plans for:

- A. Recognizing and respecting partners' roles in the process☐
- B. Taking time to foster shifts in community attitudes through formal and informal education.☐
- C. Building the necessary support network by enhancing and building upon existing resources.☐
- D. Actively spreading the word about project successes.....☐

4. Vendor Registration with the State of Michigan.

You need to be registered as a vendor with the State of Michigan before you can:

- Receive payment from the State of Michigan.
- Do business with the State.

This applies to individuals, businesses, units of government, municipalities, schools, colleges and universities. Contractors and vendors can register to sell goods and services to the State.

The DD Council cannot issue a grant award to an organization unless it is registered.

Note: The registration Web site uses 128-bit encryption for your protection. The site is best viewed using **Microsoft Internet Explorer 5** or higher or **Netscape 4.78** or higher, and the browser must be set to use the U.S. (not the International) security encryption. Your browser needs to be enabled to accept session cookies, and the site recommends a Javascript capable browser with Javascript enabled.

If you can't get the Web site to work for you, use the email, telephone or fax information below to request registration forms.

The state provides several ways you can register:

- You can register on the Internet at <http://www.cpexpress.state.mi.us/>.
- Email your request to DMB-vendor@Michigan.gov, or
- Telephone to (888) 734-9749 [toll-free] or (517) 373-4111 [local in Lansing], or
- Fax to (517) 373-6458.



Registering ahead of time will speed up the grant process and reduce the delay between receiving an award letter and receiving grant funds.

5. Council Areas of Emphasis

The DD Council has adopted the areas of emphasis identified by the Administration on Developmental Disabilities (ADD) to measure outcomes. These advocacy, capacity building and systemic change activities are described in this state plan as follows:

Education activities and early intervention - enable access to appropriate supports and modifications when needed, to maximize educational potential, to benefit from lifelong educational activities, and to be integrated and included in all facets of student life.

Child care-related activities - result in access to, and use of, child care services, including before-school, after-school, and out-of-school services, in the community.

Health-related activities – enable access to, and use of, coordinated health, dental, mental health, and other human and social services, including prevention activities, in the community.

Employment-related activities - support acquiring, retaining, or advancing in paid employment, including supported employment or self-employment, in integrated settings in the community.

Housing-related activities – result in access to and use of housing and housing supports and services in the community, including assistance related to renting, owning, or modifying an apartment or home.

Transportation-related activities - result in access to and use of transportation.

Recreation-related activities - enable access to and use of recreational, leisure, and social activities, in the community.

Quality assurance activities - yield improved consumer- and family-centered quality assurance and systems of quality assurance and consumer protection that include:

- (A) monitoring of services, supports, and assistance;
- (B) training in leadership, self-advocacy, and self-determination, and;
- (C) activities related to interagency coordination and systems integration that result in improved and enhanced services, supports, and other assistance.

Community support activities - produce formal and informal supports across a wide spectrum of local and personal choices, including integration, accommodations and accessibility to promote community living.